



Town of Lexington

Recreation and Community Programs

Karen Simmons, CTRS, CPRP
Director of Recreation and Community Programs

Tel: 781-698-4800
Fax: 781-861-2747

SUMMER 2016 EMPLOYMENT APPLICATION – SUPPLEMENTARY INFORMATION (The Town application must also accompany this application to be considered for summer employment.)

all areas of this application must be filled out **clearly** by the applicant

Name _____ Male _____ Female _____

Address _____

Phone _____ Email address _____

College address (if applicable) _____

Please check any position or positions for which you are applying:

AQUATICS

Gate Attendant
Water Safety Instructor Aide
Lifeguard
Water Safety Instructor
Head Lifeguard
Swim Team Assistant Coach
Swim Team Coach
Aquatics Manager

TENNIS

Youth Tennis Coordinator
Youth Tennis Aide (morning)
Youth Tennis Instructor (morning)
Tennis Clinic Aide (afternoon)
Tennis Clinic Instructor (afternoon)
Tennis Booth Clerk
Tennis Booth Supervisor
Adult Tennis Lesson Instructor

DAY CAMP

Camp Director
Camp Assistant Director
Camp Counselor
Camp Junior Counselor
Specialist _____
(specify activity)

SPORTS CLINICS (week long)

Baseball	Field Hockey	Boys Basketball
Girls Basketball	Multi-Sport	Co-Ed Volleyball
Badminton	Softball	Co-Ed Track
Street Hockey	Rollerblading	Skateboarding
Ultimate Frisbee	Junior Golf	Other _____

PRESCHOOL PROGRAM (AM only)

Director
Assistant Director
Arts & Crafts Specialist
Counselor
Junior Counselor

OTHER

Summer Program Supervisor
Recreation Office Clerk
Basketball Scorekeeper

Please indicate any current Red Cross or American Heart certificates you now hold, including expiration dates. **You will need to provide the front and back copy of your certificates to the Recreation and Community Programs Department. Please attach copies to your application.** If you are planning to update any certification requirements, or are presently enrolled in a certification course, please indicate where, the instructor's name, and expected date of completion.

<u>CERTIFICATION</u>	<u>EXP. DATE</u>	<u>EXPECTED DATE OF UPDATE/COMPLETION</u>	<u>COPY ATTACHED</u>	
CPR	_____	_____	Yes	No
CPR/FPR	_____	_____	Yes	No
First Aid Basics	_____	_____	Yes	No
Standard First Aid	_____	_____	Yes	No
Community Water Safety	_____	_____	Yes	No
Water Safety Instructor Aide	_____	_____	Yes	No
Lifeguard Training	_____	_____	Yes	No
Water Safety Instructor	_____	_____	Yes	No
Other	_____	_____	Yes	No

Please list your special skills, hobbies, interests and abilities, or any additional information that would be helpful in establishing your qualifications. It is to your advantage to spend some time completing this part of the application.

If you are at college, please let us know your phone number, email address, and the best time to reach you. Also, let us know if you expect to be home for a spring break and include the dates.

Phone: _____ Best time to contact you: _____

Email: _____

Will you be home during spring break? no yes /dates available: _____

Please be sure you have completed all parts of this application and **include three references** (on a separate sheet attached to this application).

Mail **both the Town application and supplement application together, along with the required certificates/documentation**, to the Lexington Recreation and Community Programs Department, 1625 Massachusetts Avenue, Lexington, MA 02420. To be considered for employment, **applications must be received by Friday, March 11, 2016**. (You may also use the Town Hall drop box in front of Cary Hall, marked for the Recreation and Community Programs Department.)